



# BOOTH EXHIBITOR MANUAL

2026 Philadelphia Auto Show

January 31 – February 8, 2026

Pennsylvania Convention Center

Philadelphia, PA

Produced by:



3311 Swede Road, Suite A  
East Norriton, PA 19401

Published 12/15/25

## **INTRODUCTION**

Dear Booth Exhibitor:

This manual contains information that is vital to the successful planning and management of your exhibit at the 2026 Philadelphia Auto Show.

Please review all information within this manual carefully. Use the Exhibitor Checklist on the following page to make sure all appropriate forms and information are submitted on time. This will ensure you are getting the best rates and guarantee a smooth move-in.

You can download floor plans, manuals, service order forms and Pennsylvania Convention Center Rules and Regulations through the Exhibitor section of [phillyautoshow.com](http://phillyautoshow.com) ([www.phillyautoshow.com/exhibitors](http://www.phillyautoshow.com/exhibitors)). Log in using username: **philly** / password: **cheesesteak**.

**Please note:** The 2026 show will be a 9-day show, ending on Super Bowl Sunday, February 8.

The Advance Rate Deadline for Electrical orders is January 12. Please place orders before January 12 for the best rates.

Booth managers must pre-register all staff using our online Exhibitor Registration hub. Please email Julia McCann at [julia@adagp.com](mailto:julia@adagp.com) for a link to register. A unique email address is required for each staff member. Electronic credentials will be emailed to each staff member upon approval.

The Customer Satisfaction Agreement at the Pennsylvania Convention Center guarantees certain exhibitor rights. Please download the **Safety Guidelines** and **Exhibitors' Rights** documents from the Exhibitor Section of [phillyautoshow.com](http://phillyautoshow.com) for more details.

Any questions should be directed to:

Jenn Jackson  
Director of Dealer & Client Relations  
[jenn@adagp.com](mailto:jenn@adagp.com)  
(704) 907-9288

Thank you for your cooperation. We wish you a very successful 2026 Philadelphia Auto Show!

Sincerely,



Mike Gempp  
ADAGP President



Kelsey Baker  
Auto Show Director

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## **EXHIBITOR CHECKLIST**

<b>ACTION ITEM</b>	<b>DEADLINE</b>	<b>COMPLETED</b>
Send Certificate of Insurance to ADAGP	December 26	<input type="checkbox"/>
Order Electrical Service	January 12	<input type="checkbox"/>
Order Internet Service	January 12	<input type="checkbox"/>
Order Tables/Chairs/Stanchion from GES	January 16	<input type="checkbox"/>
Submit Credential List	January 23	<input type="checkbox"/>

# **DIRECTORY OF CONTRACTORS & FACILITIES**

## **SHOW FACILITY**

Pennsylvania Convention Center (PCC)  
1101 Arch Street  
Philadelphia, PA 19107  
Telephone: (215) 418-4700  
<http://www.paconvention.com>

## **ONLINE EXHIBITOR INFORMATION**

[www.phillyautoshow.com/exhibitors](http://www.phillyautoshow.com/exhibitors)

Username: philly  
Password: cheesesteak

## **SHOW MANAGEMENT (PRIOR TO SHOW)**

Auto Dealers Association of Greater Philadelphia  
3311 Swede Road, Suite A  
East Norriton, PA 19401  
**Show Director:** Kelsey Baker  
Email: [kelsey@adagp.com](mailto:kelsey@adagp.com)  
**Vendor Booth Manager:** Jenn Jackson  
Email: [jenn@adagp.com](mailto:jenn@adagp.com)  
Cell: (704) 907-9288  
**Show Coordinator:** Julia McCann  
Email: [julia@adagp.com](mailto:julia@adagp.com)  
Cell: (610) 505-3108

## **ON-SITE SHOW MANAGEMENT OFFICE**

Pennsylvania Convention Center  
Room 304 (Mezzanine Level)  
**Telephone:** (215) 418-2000  
Email: [autoshowoffice@gmail.com](mailto:autoshowoffice@gmail.com)

## **MEDIA & PUBLIC RELATIONS**

Auto Dealers Association of Greater Philadelphia  
**Contact:** Andrea Simpson  
**Telephone:** (267) 566-0359  
Email: [andrea@adagp.com](mailto:andrea@adagp.com)

## **INSTALL/DISMANTLE, MATERIAL HANDLING & SHIPPING SERVICES**

General Exposition Services  
205 Windsor Road, Limerick Business Center  
Pottstown, PA 19464  
**Phone:** 610-495-8866  
**Contact:** Rachel Pinder  
Email: [rpinder@generalexposition.com](mailto:rpinder@generalexposition.com)  
**Contact:** Joe Boyle  
Email: [jboyle@generalexposition.com](mailto:jboyle@generalexposition.com)

## **AUDIO/VISUAL & INTERNET SERVICES, ELECTRICAL SERVICE**

ASM Global/PCC Exhibitor Services  
**Contact:** Colleen McShane  
**Phone:** 215-418-2188  
Email: [cmcshane@paconvention.com](mailto:cmcshane@paconvention.com)

## **CONTRACTOR SERVICES**

ASM Global/PCC Contractor Services  
**Contact:** Mike Cowley  
**Telephone:** (267) 278-3585  
Email: [mcowley@paconvention.com](mailto:mcowley@paconvention.com)

## **FOOD & BEVERAGE**

PCC Culinary Services/Aramark  
**Contact:** Jessica MacGillivray  
**Telephone:** (484) 802-6272  
Email: [macgillvray-jessica@aramark.com](mailto:macgillvray-jessica@aramark.com)

## **DISPLAY SECURITY**

Imperial Events Security Services (IESS)  
**Telephone:** 888-502-4377  
Email: [security@iessevents.com](mailto:security@iessevents.com)

# **GENERAL SHOW INFORMATION**

<b>PUBLIC SHOW DATES &amp; HOURS</b>		<b>SHOW LOCATION</b>
Saturday, January 31	10 AM – 9 PM	Pennsylvania Convention Center
Sunday, February 1	10 AM – 8 PM	1101 Arch Street
Monday, February 2 – Thursday, February 5	12 PM – 8 PM	Philadelphia, PA 19107
Friday, February 6	12 PM – 9 PM	(215) 418-4700
Saturday, February 7	10 AM – 9 PM	<a href="http://paconvention.com">paconvention.com</a>
Sunday, February 8	10 AM – 6 PM	

## **ON-SITE SHOW MANAGEMENT OFFICES**

The Show Management Offices will be in **Room 304** on the Mezzanine Level of the Convention Center. Hours of operation are as follows:

<b>DATE</b>	<b>OPEN</b>	<b>CLOSE</b>
Monday, January 26 – Thursday, January 29	8 AM – 5 PM	
Friday, January 30	8 AM – 9 PM	
Saturday, January 31	9 AM – 9 PM	
Sunday, February 1	9 AM – 8 PM	
Monday, February 2 - Thursday, February 5	10 AM – 8 PM	
Friday, February 6	10 AM – 9 PM	
Saturday, February 7	9 AM – 9 PM	
Sunday, February 8	9 AM – 8 PM	
Monday, February 9	8 AM – 2 PM	

The Show Office telephone number, (215) 418-2000, will be in service January 26 – February 9.

## **SHOW MANAGEMENT PRIOR TO SHOW**

Auto Dealers Association of Greater Philadelphia

**Booth Manager:** Jenn Jackson

**Email:** [jenn@adagp.com](mailto:jenn@adagp.com)

**Cell:** (704) 907-9288

## **PARKING**

**Parking is NOT included in your space rental fee.** There is no dedicated parking facility for the Pennsylvania Convention Center. Exhibitors are responsible for their own parking arrangements and all associated costs.

## **BLACK TIE TAILGATE – FRIDAY, JANUARY 30**

Black-tie charity reception to benefit Children's Hospital of Philadelphia will be held on the Show floor from 7PM to 11:30PM on Friday, January 30.

**Booths may NOT be staffed during the Black Tie Tailgate.** Exhibitor credentials are **NOT** valid for entry into the Black Tie Tailgate. If you would like to attend the event, you may purchase a ticket at [phillyautoshow.com/bttg](http://phillyautoshow.com/bttg).

## **MOVE-IN (1/29 & 1/30)**

### **VEHICLE MOVE-IN**

Exhibitor displays that include a vehicle or require union labor may set up on **Thursday, January 29** beginning at 10AM. Please check into the Show Office, Room 304 upon arrival. **Show Management must have your signed Exhibit Space Contract, payment in full, and proof of insurance before you may begin setup.** A Show Management employee will assist you with the location of your booth.

Please ensure that your vehicle has less than  $\frac{1}{4}$  tank or 5 gallons of gas, whichever is less; vehicles with more than  $\frac{1}{4}$  tank will not be allowed to enter the Pennsylvania Convention Center. Please see the Rules & Restrictions section of this manual for complete vehicle requirements. You MUST move your vehicle in between **10AM and 2PM on Thursday, January 29**. Show Management will provide an electrician to disconnect battery cables during that time.

### **DISPLAY MOVE-IN**

Exhibitors whose displays do NOT include a vehicle may set up on **Friday, January 30** beginning at 8AM. Please check into the Show Office, Room 304 upon arrival. **Show Management must have your signed Exhibit Space Contract, payment in full, and proof of insurance before you may begin setup.** A Show Management employee will assist you with the location of your booth.

**All booth setup must be completed by 4PM** Friday, January 30, when the show floor will be cleared for cleaning before the Black Tie Tailgate charitable preview.

### **UNION LABOR**

All displays may be set up by the Exhibitor or the Exhibitor's employees as long as there is not an EAC contracted to install/dismantle the display. **ONLY personally owned vehicles** (no commercial vehicles, including rental vans/trucks or any logoed vehicle) may be unloaded without union assistance. Ladders (up to 6 ft) and handheld power tools are permitted. Please download the PCC Exhibitor Rules, Customer Satisfaction Agreement, Exhibitors' Rights document, and Safety Guidelines from the Exhibitor section of phillyautoshow.com ([www.phillyautoshow.com/exhibitors](http://www.phillyautoshow.com/exhibitors)). Log in using username: **philly** / password: **cheesesteak**.

**All Exhibitors are encouraged to read the Exhibitor Rights document** to avoid any problems during move-in.

## **MOVE-OUT (2/8 & 2/9)**

### **VEHICLE MOVE-OUT**

Show vehicles may be removed from the Convention Center on Sunday evening, February 8th between 6:15PM and 8PM or Monday, February 9 between 8AM and 12NOON.

A Vehicle Removal Permit is needed to remove any vehicle from the Show Floor and will be delivered to your display on Sunday, February 8. As the vehicle approaches the exit doors, the driver's operator license must be shown and the completed Permit surrendered to the security guard before the vehicle will be allowed to exit the building.

### **DISPLAY MOVE-OUT**

All products, equipment and displays may be removed between 6PM and 8PM on Sunday, February 8 and from 8AM – 2PM on Monday, February 9. All displays must be completely clear by 2PM.

# **STAFFING**

## **STAFFING LIST**

All exhibitors are required to submit Credential Requests to Show Management by **Friday, January 23**. Digital credentials will be emailed to all exhibit staff in advance of the show. Each exhibitor may have a maximum of 15 people on their staff list. Exhibits/booths should be staffed during all public show days and hours.

**NOTE:** No one under the age of 16 will be issued an exhibitor badge. **No children under the age of 16 are permitted in the Convention Center during set-up or tear-down**, as required by our insurance carrier.

## **APPEARANCE**

All persons working within the exhibit/booth should maintain a professional appearance at all times. Final determination of what is deemed appropriate or inappropriate onsite is at the sole discretion of Auto Show Management.

# **ENTRANCE PROCEDURE**

## **SET-UP DAYS: THURSDAY 1/29 & FRIDAY 1/30**

For unloading, exhibitors may access the Main Exhibit Hall level of the Convention Center via the Vine Street Dock (entrance located at 1130 Vine Street, Philadelphia PA 19107). Exhibitors will be directed to the appropriate entrance door for load-in. Anyone arriving that does not need to unload may enter the Convention Center at 12<sup>th</sup> & Arch Streets.

**Before beginning setup of your booth, please check-in at the Show Office, Room 304 on the mezzanine level.**

## **SHOW DAYS: SATURDAY 1/31 – SUNDAY 2/8**

Electronic exhibitor credentials will be emailed to all exhibit staff and must be scanned to gain entrance to the Show each day. Daily Exhibitor wristbands will be provided for in/out privileges. Show entrances are located at 12<sup>th</sup> & Arch Street west and Market Street/Jefferson Station (Grand Hall).

Exhibitors working the Show may report up to one hour prior to public opening and must staff their display until closing. The building will be cleared immediately after Show closing except for Sunday, February 8, due to move-out.

# **RULES & RESTRICTIONS**

## **EXHIBITOR RESTRICTIONS**

**HEIGHT** – Displays higher than 10 feet must be approved by Show Management in advance.

**IN-LINE BOOTH SIDES** – Sides must remain open above the 3-foot divider rail to prevent blocking the view of exhibitors on either side.

**SALE ITEMS** – Only items approved and listed on the space contract are permitted to be displayed or offered for sale to the public.

**TENTS & CANOPIES** – All tents and canopies must be **under 300 square feet** and must have **fire extinguishers and smoke detectors**. All Tents must be listed or certified as flame retardant. A tear sheet or tag should be available to determine compliance.

Listed battery-operated or AC-powered smoke alarms shall be installed in each enclosed area of exhibit. Smoke alarms shall be installed in accordance with their listing and shall be tested daily. 10lb ABC Fire Extinguishers shall be kept in the booth once the canopy is in place.

**CONDUCT** – The Association, in its sole discretion, reserves the right to remove any vendor which it deems offensive or disruptive to the normal operations of the Show, without notice and without refund. (See Conditions of Exhibit Space Contract for more information.)

**SPACE CONFINES** – **An exhibitor may not, in any case, sell or distribute literature or work in any area other than the exhibitor's contracted space.** Sales presentations, distribution of literature, and public surveys are strictly forbidden from being conducted in public aisles, other exhibit spaces, or any other public areas of the Pennsylvania Convention Center.

**DISPLAY APPEARANCE** – Display should be kept neat and tidy in appearance during all show hours.

**VOLUME** – Public address systems/microphones/speakers/sound systems may be used by exhibitors so long as they are kept to a volume that does not disturb neighboring exhibitors. **Disputes over proper volume levels will be solely determined by Show Management.**

## **VEHICLE REQUIREMENTS**

For exhibitors displaying vehicles within their space, the following rules apply:

**BATTERY CABLES** – All Show vehicles must have the battery cables disconnected and ends taped using UL approved plastic electrical tape. **Battery cable disconnect/reconnect must be done by or under the direct supervision of an ASM Global/PCC Electrician.** Show Management will arrange for an electrician at no charge to exhibitors.

**FUEL TANK LEVEL** – **The vehicle fuel level cannot exceed 1/4 tank or 5 gallons** (whichever is less). All vehicles will be checked as they enter the Pennsylvania Convention Center. If the fuel level exceeds 1/4 tank, the vehicle will not be permitted to enter the building. **Tanks cannot be refueled or emptied inside the Pennsylvania Convention Center.**

**REPAIRS** – No repairs or alterations shall be made on vehicles inside the Convention Center.

**GAS CAP REQUIREMENTS** – Fuel tanks and fill openings must be closed with a locking cap or taped shut.

**AC/DC CONVERTERS** – Cars using AC/DC converters must have the security system fuse and horn disconnected to prevent setting off vehicle alarms. **Converter connect/disconnect must be done by an ASM Global/PCC Electrician.** An electrical labor order form is available through the Exhibitor Section of phillyautoshow.com.

Under NO circumstances may vehicles be placed in front of any fire or public entrance and exit doors. Special attention should be given to keeping these public doors free of obstruction by any vehicles. The same holds true for the erection of displays, staging, signs, etc.

## **MUSIC AT THE SHOW**

No music, live or recorded, may be played in any display at the Philadelphia Auto Show, and no background music (through the use of a television, radio, stereo, mobile device or other music player) can be used **unless the appropriate license has been acquired from BMI (Broadcast Music, Inc.) and/or ASCAP (American Society of Composers, Authors, and Publishers)**, as this is an infringement on the original copyright. A corporate ASCAP or BMI license **does not** cover performances at the Show; a separate event license must be obtained.

## LICENSING

All exhibitors conducting direct retail sales from the Show Floor must be licensed to do business in the State of Pennsylvania and have a current sales tax number. **Exhibitor is responsible for remitting all applicable state and local sales taxes.**

## SIGNS AND BANNERS

All exhibit signs must be free standing or floor-type signs. All signs must be professionally manufactured and have a finished surface on all edges and sides. Signs cannot block the view of other exhibitors. Plastic letters, shoe polish and homemade signs may not be used in any area of your display or booth. Decorations, signs, banners, etc., may not be taped, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces, or columns unless done by, or under the direction of the Pennsylvania Convention Center staff.

In the case of a complaint, the decision on whether a sign remains or must be relocated is solely at the discretion of the Auto Show Management.

## COPYRIGHTED MATERIALS

Each exhibitor is responsible for obtaining all necessary licenses and permits, and paying any and all royalties or other payments, to use music, photographs or other copyrighted or trademarked items in the exhibitor's display/booth. No exhibitor will be permitted to play, broadcast or have performed any music or use any copyrighted or trademarked material without the appropriate license or permit, if applicable. Show Management will not arbitrate disputes between exhibitor and another party or entity regarding whether an item is subject to copyright or trademark protection, but will use reasonable efforts to enforce any valid and applicable court injunction that is presented to Show Management with respect to an unlawful use of copyrighted or trademarked items at the Show. In no event shall Show Management be liable for the unlawful use by a person or entity at the Show of items protected by copyright or trademark.

## LIABILITY

Each exhibitor is entirely responsible for their allotted space through the Exhibit Space Contract. Each exhibitor agrees to reimburse the Pennsylvania Convention Center for any damage to the floor, ceilings, or walls within their contracted area.

Decorations, signs, banners, and streamers may not be attached, taped, nailed, or otherwise fastened to any ceiling, window, painted surface, or wall of the Pennsylvania Convention Center. Any special decorations or signs must be approved by Pennsylvania Convention Center management as to location and method of installation.

**Under NO circumstances are helium balloons, stickers or adhesive-back decals to be given away or permitted to be used in the Convention Center.** Any cost incurred by the Pennsylvania Convention Center from the use or removal of these items will be charged to the exhibitor.

The Pennsylvania Convention Center, Auto Dealers Association of Greater Philadelphia and General Exposition Services assume no liability or responsibility for any loss or theft. Therefore, it is the exhibitor's responsibility to provide their own insurance coverage for employees, vehicles, exhibits, materials, and all other items of personal and other property. Private display security is available through Imperial Events Security Services. An order form can be found online [here](#).

## FIREARMS

The Pennsylvania Convention Center prohibits firearms in the building and surrounding grounds, except for uniformed police officers. All attendees and exhibitors will be required to enter through a main entrance with metal detectors. There is no location or safe box at the convention center to secure firearms.

# **INSURANCE REQUIREMENTS**

All Exhibitors and Exhibitor-Appointed Contractors ("EACs") providing any equipment or services to the Philadelphia Auto Show or its exhibitors must secure a broad-form comprehensive general liability insurance policy.

## **EXHIBITOR INSURANCE REQUIREMENTS**

The Exhibitor or EAC shall procure, at its sole cost and expense, and shall maintain in force at all times during the term of the Auto Show contract, policies of insurance as herein below set forth, written by an insurance carrier with an AM Best rating of A-VII or better and approved by Show Management and, upon request, shall deliver to Show Management evidence of such policies. These policies shall be endorsed in a form acceptable to Show Management to include a provision that the policy will not be cancelled, materially changed, or not renewed without at least thirty (30) days prior written notice to Show Management and state or be endorsed to provide that the coverage afforded under the policies shall apply on a primary and not on an excess or contributing basis with any policies which may be available to Show Management. Policies written on a "claims-made" basis are not acceptable. At least two weeks prior to the expiration of the policies, and if requested by Show Management, Exhibitor or EAC shall provide evidence of renewal or replacement policies of insurance, with terms and limits no less favorable as the expiring policies. Deductibles of self-insured retention above \$25,000 will require approval from Show Management.

1. **Commercial General Liability insurance policy** (I.S.O. Form CG 00 01 or equivalent approved by Show Management) in the Exhibitor's or EAC's name with limits of liability in the amount of **\$1,000,000 occurrence/\$1,000,000 aggregate** on a combined single limit basis for injuries to persons (including death) and damage to property and with the Additional Insureds listed in Section 6.

*If your display does not include a vehicle, skip to section 3.*

2. **Automobile and Truck Liability Insurance** Policy in the Exhibitor's or EAC's name with limits of liability in the amount of **\$1,000,000 each occurrence**, on a combined single limit basis for claims for bodily injuries (including death) to persons and for damage to property arising out of the ownership, maintenance or use of any owned, hired or non-owned motor vehicle and with the Additional Insureds Listed in Section 6.

3. **Worker's Compensation Insurance** (including Employer's Liability Insurance) with limits of **\$500,000/\$500,000/\$500,000**.

4. Any additional insurance policies necessary to obtain required permits or otherwise comply with applicable law ordinances or regulations regarding the performance of your contract, including, without limitation, all-risk legal liability insurance with limits of liability of not less than \$1,000,000 for damage to property of others in the care, custody or control of the Exhibitor or EAC; and \$50,000 all-risk property coverage on any and all materials, supplies, equipment and furnishings brought on site to the Pennsylvania Convention Center, all naming the Additional Insureds listed in Section 6. Loss caused by the Exhibitor or EAC, or a party for whom the Exhibitor or EAC is responsible, which is under any deductible amount is the sole responsibility of the Exhibitor or EAC.

5. **Required Additional Insureds** for General Liability, Excess Liability and Automobile policies:

Auto Dealers Association of Greater Philadelphia  
Pennsylvania Convention Center Authority  
Commonwealth of Pennsylvania  
City of Philadelphia  
SMG

A Certificate of Insurance may be supplied as evidence of such aforementioned policies; however, if requested by Show Management, the Exhibitor or EAC shall deliver to Show Management within 45 days of the request, a copy of such policies, naming the required additional insureds and certified by the insurance carrier as being true and complete.

**If a Certificate of Insurance is submitted, it must:**

- 1) indicate the I.S.O. Form used by the carrier;
- 2) be signed by an authorized representative of the insurance carrier;
- 3) disclose any deductible, self-insured retention, aggregate limit or any exclusions to the policy that materially change the coverage;
- 4) **include the above listed Additional Insureds on all policies** (except Worker's Compensation)
- 5) reference Philadelphia Auto Show, January 26 – February 10, 2026, Pennsylvania Convention Center Philadelphia, PA on the face of the certificate;
- 6) expressly reference the inclusion of all required endorsements;
- 7) be contractually binding upon the insurance carrier.

If requested by Show Management, the Exhibitor or EAC must furnish within thirty (30) days of a request proof that the person signing the certificate is authorized by the insurance carrier.

If, at any time during the period of this contract, insurance as required is not in effect, or proof thereof is not provided to Show Management, Show Management shall have the options to: (1) direct the Exhibitor or EAC to suspend work at or close the exhibit, permanently or pending Exhibitor's obtaining insurance under option (2), without liability of the Show Management or compensation or an extension of time due to Exhibitor or EAC on account thereof, (2) obtain the required insurance at Exhibitor's or EAC's expense, providing Show Management with evidence of coverage immediately, or (3) treat such failure as an event of default.

The Exhibitor and/or EAC shall immediately file with Show Management, 3311 Swede Road, Suite A, East Norriton, PA 19401, or by email to [michelle@adagp.com](mailto:michelle@adagp.com), a notice of any occurrence likely to result in a claim against Show Management, and shall also file with the Torts Division detailed sworn proof of interest and loss within sixty (60) days from the date of loss.

**All policies must provide coverage from January 26 – February 10, 2026. All insurance policies must meet all applicable requirements.** The corresponding Certificate of Insurance or policy must be received by the Association no later than **December 26, 2025**.

**NOTE: This deadline will be strictly enforced.** Access to the building may be denied to those Exhibitors or EACs that have not provided a complying Certificate of Insurance or policy to Show Management.

# **SHOW SERVICES**

## **EXHIBITOR SERVICES PROVIDED IN SPACE RENTAL**

The following items and services are included in the space rental charge:

- 1) Fully carpeted exhibit space
- 2) Daily vacuuming of booth and aisle carpeting
- 3) Side and/or rear drape for inline booths
- 4) Complimentary tickets (quantity based on space size)
- 5) Standby electrical labor during all open show hours

Each Exhibitor is responsible for drayage, labor, and payment for any rental items used within the display (order forms are available online at [phillyautoshow.com/exhibitors](http://phillyautoshow.com/exhibitors); username: **philly** / password: **cheesesteak**). Vacuuming and emptying of waste cans within displays will be handled by Show Management each morning.

## **COMPLIMENTARY TICKETS**

Tickets are good any public show day and may be picked up onsite during move-in or can be mailed in advance, provided a signed contract, payment in full, proof of insurance, and staffing list have been received by Show Management.

## **ELECTRICAL & INTERNET**

**Electrical and internet access are NOT included in your space rental and must be ordered through the Pennsylvania Convention Center.** Order forms are available online at [www.phillyautoshow.com/exhibitors](http://www.phillyautoshow.com/exhibitors). Log in using username: **philly** / password: **cheesesteak**. Electrical and Internet orders should be placed by **January 12** to receive the best rates.

## **SECURITY**

Show Management will provide roaming 24-hour guard service from Monday, January 26 at 8AM through Monday, February 9 at 5PM.

During public hours, please do not leave your display/booth unattended. If your display contains something of particular value, it is strongly recommended that you secure it overnight by contacting Imperial Events Security Services to hire overnight security. No personal items or portable electronics should be stored in displays overnight.

**NOTE: All exhibitors should check their space every morning and evening for damage, theft, trip hazards, etc. and report incidents immediately to the Show Office, Room 304. Show Management shall not be held liable for any loss by theft or other means.** (For more information, please see Conditions of Exhibit Space Contract.)

# **GENERAL CONTRACTOR INFORMATION**

## **CONTACT INFORMATION**

Services for the Philadelphia Auto Show will be provided by:

### **General Exposition Services**

**Phone:** 610-495-8866

**Fax:** 610-495-8870

**Email:** [info@generalexposition.com](mailto:info@generalexposition.com)

**Address:** Limerick Business Center  
205 Windsor Road  
Pottstown, PA 19464

### **Contacts:**

Joe Boyle

[jboyle@generalexposition.com](mailto:jboyle@generalexposition.com)

Rachel Pinder

[rpinder@generalexposition.com](mailto:rpinder@generalexposition.com)

General Exposition will staff the Exhibitor's Service Desk in Hall B rear (behind the e-Track, near column B1) beginning on Monday, January 26 and continuing through Tuesday, February 10.

## **ORDER FORMS**

General Exposition Services' secure online ordering website is the preferred method for placing orders, including booth furnishings, rental exhibits, graphics, labor, material handling services and more.

**To log in, go to <https://www.generalexposition.com/online-servicekit.php>. At the login page, check the agreement box and enter the exhibit code: PHLAUTO26**

Once you enter you will be given 2 options, **View and Print Forms** or **View and Complete Forms Online**.

### **VIEW AND PRINT OPTION:**

This option provides a complete list of all the forms that can be printed out individually. This option only allows you either to email or fax your form(s) to General Exposition Services with payment.

### **VIEW AND COMPLETE FORMS ONLINE:**

This option allows you to fill out the forms and make payment directly online. This option requires a credit card to be submitted prior to entering the forms.

**General Exposition Services rental items and services must be ordered no later than Friday, January 16 to receive the advanced rates.**

## **SHIPMENTS**

Shipments to the Show site, **to arrive on Monday, January 26 or later**, should be labeled as follows:

*(Exhibitor Name & Booth Number)*

Pennsylvania Convention Center

Philadelphia Auto Show 2026

c/o General Exposition Services

1130 Vine Street

Philadelphia, PA 19107